

Legislation / Information Source:	Management of H & S at Work Regulations 1999			
Duty:	Security Office			
Date of Assessment:	31.08.2006			
Assessor Signature:	Brian Schofield			
Assessment Frequency:	Annually			
Follow up Assessment Dates:	August 2007	August 2008	August 2009	August 2010
Signed and Accepted by Head of Department:				

Risk Calculator				
	1 Slightly Harmful	2 Harmful	3 Very Harmful	4 Extremely Harmful
1 Highly Unlikely	Trivial Risk	Trivial Risk	Tolerable Risk	Moderate Risk
2 Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk	Substantial Risk
3 Likely	Tolerable Risk	Moderate Risk	Substantial Risk	Intolerable Risk
4 Very Likely	Moderate Risk	Substantial Risk	Intolerable Risk	Intolerable Risk
	No action required	No additional controls required. Monitor	Efforts should be made to reduce risk	Work should not be started or continued until risk is reduced

Hazard observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control measures	Risk rating after controls Consequence x Likelihood =	Control measures implemented by
Body stress resulting from Improper Posture and DSE Use	Security Office Staff	Moderate Risk	<ol style="list-style-type: none"> All staff trained in correct posture and individually assessed for safe PC use Environment in which reception staff work is assessed by Line Manager and recorded annually. See Musculoskeletal Injuries Line Manager to resolve issues with Security Manager 	Trivial Risk	
Trips & slips	Security Office Staff Students General Public	Moderate Risk	<ol style="list-style-type: none"> Good housekeeping maintained by reception staff – monitored by supervisor & line manager Floor surfaces requiring attention to be reported via Security Manager For areas outside reception see Security Patrols Risk Assessment 	Tolerable Risk	
Explosion, Bombs, & Fire	Security Office Staff Students General Public	Moderate Risk	<ol style="list-style-type: none"> H&S guidelines and Induction Training SIA training guidelines Training theory of fire & gases; use of extinguishers Specific & appropriate training given on use & reaction to fire alarm panel and security radio Awareness of “Telephoned Bomb Threat” section of telephone directory 	Tolerable Risk	

Hazard observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control measures	Risk rating after controls Consequence x Likelihood =	Control measures implemented by
Musculoskeletal Injuries	Security Office Staff	Moderate Risk	<ol style="list-style-type: none"> 1. Be aware of posture and seating position 2. Supervisors to assess individual work stations, alter work practices to remove excessive bending and over-reaching. 3. Any injury or near miss resulting from manual handling to be recorded using University reports 4. Managers to monitor reports and take appropriate action 	Trivial	
Lone Working	Security Office Staff	Moderate Risk	<ol style="list-style-type: none"> 1. Half hourly radio checks with patrol staff 2. Ensure CCTV is serviceable 3. Radios that are effective 4. SIA training – Communication and Conflict Management 	Tolerable	
Workplace Violence	Security Office Staff Students Public	Moderate Risk	<ol style="list-style-type: none"> 1. H&S guidelines and Induction training. 2. SIA training – communication & conflict management 3. Use of counter as barrier 4. Ensure CCTV is serviceable 5. Ensure possible assailant is aware of CCTV monitoring 6. Consider appropriate colleague support 7. Uniform provision and upkeep 	Tolerable	
Dealing with drunken person	Security staff Parking Wardens Students Staff Public	Substantial Risk	<ol style="list-style-type: none"> 1. H&S guidelines and Induction training. 2. SIA training – communication & conflict management 3. Ensure radio control aware before engaging 4. Risk assess each situation before engaging 5. Ensure suitable/appropriate back-up support before engaging 6. Operational monitoring of staff by supervisors 7. Managers to review reports and undertake individual risk assessments. 	Tolerable	
Electric Shock	Security Office Staff	Moderate Risk	<ol style="list-style-type: none"> 1. Supervisors to examine electrical equipment for up to date PAT testing approval annually 2. Staff not to move electrical equipment whilst still connected to the mains supply. 3. Electrical isolation and reconnection of IT equipment to be undertaken by Departmental IT staff 4. Liquids to be kept apart from mains powered equipment e.g. drinks 	Tolerable	
Mental Stress	Security Office Staff	Moderate Risk	<ol style="list-style-type: none"> 1. All staff to raise personal issues which affect stress for themselves or colleagues to their line manager 2. Line managers to assess risk and if appropriate refer to Occupational Health Advisor. Manager to react to reduce risk. 3. Supervisors & managers to review Working Time Directives, & section policy on frequency, type, and length of shifts as to impact on stress health of reception/coordinator staff 	Trivial Risk	
Behavioural Problems Associated with Drink & Drugs	Security staff	Moderate Risk	<ol style="list-style-type: none"> 1. All staff to be abide with University policy & legal requirements whilst on duty/ & driving/operating machinery 2. Supervisors and Managers to actively uphold policy 	Trivial Risk	

